

APPROVED 9/3/2002

State of Texas
Records Retention Schedule

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11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series
Item #

5. Agency
Item #

6. Records Series Title

7. RETENTION PERIOD

Agency

Storage

Total

8.

Sec

9.

Arch

10.

Med

11.

Vital

12. Remarks

___ ORIGINAL SUBMISSION

___ RECERTIFICATION

___ REPLACEMENT PAGE

___ ADDENDUM PAGE

025 - PUBLIC HEALTH REGIONS - BREAST & CERVICAL CANCER CONTROL

1.1	1668	PROGRESS NOTES	AC	AC	C	P	AC=7 YEARS PAST THE LAST DATE OF SERVICE OR UNTIL THE PATIENT TURNS 21, WHICH EVER IS LATER
1.1	4652	TEST RESULTS	AC	AC	C	P	AC=7 YEARS PAST THE LAST DATE OF SERVICE OR UNTIL THE PATIENT TURNS 21, WHICH EVER IS LATER
1.1	4669	ELIGIBILITY RECORDS	AC+5	AC+5	O	P	AC=DATE ELIGIBILITY ENDS
1.1	4738	ENROLLMENT RECORDS	AC+5	AC+5	C	P	AC=DATE ENROLLMENT ENDS

RETENTION CODES (Field 7)

* - All Audit Requirements Will Be Met
AC - After Closed, Terminated, Completed, Expired, Settled
AV - As Long As Administratively Valuable
CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset
MO - Months
PM - Permanent
US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper
M - Microfilm
C - Computer Print-Out
E - Electronic
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State
I - Retain in Agency
R - Review by State
O - Other (Specify in Field 12)

SECURITY CODES (Field 8)

O - Open Record
C - Confidential

VITAL CODES (Field 11)

Indicate with an X